

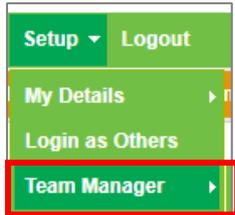
HOW TO: PARENTAL LEAVE

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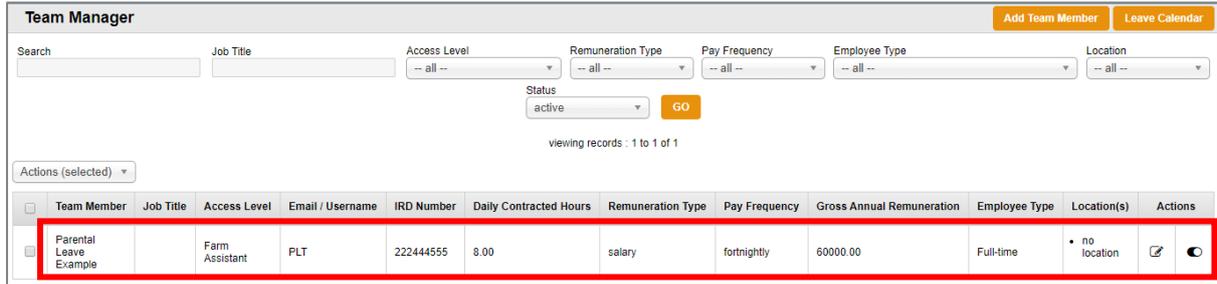
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When the team member goes on Parental Leave

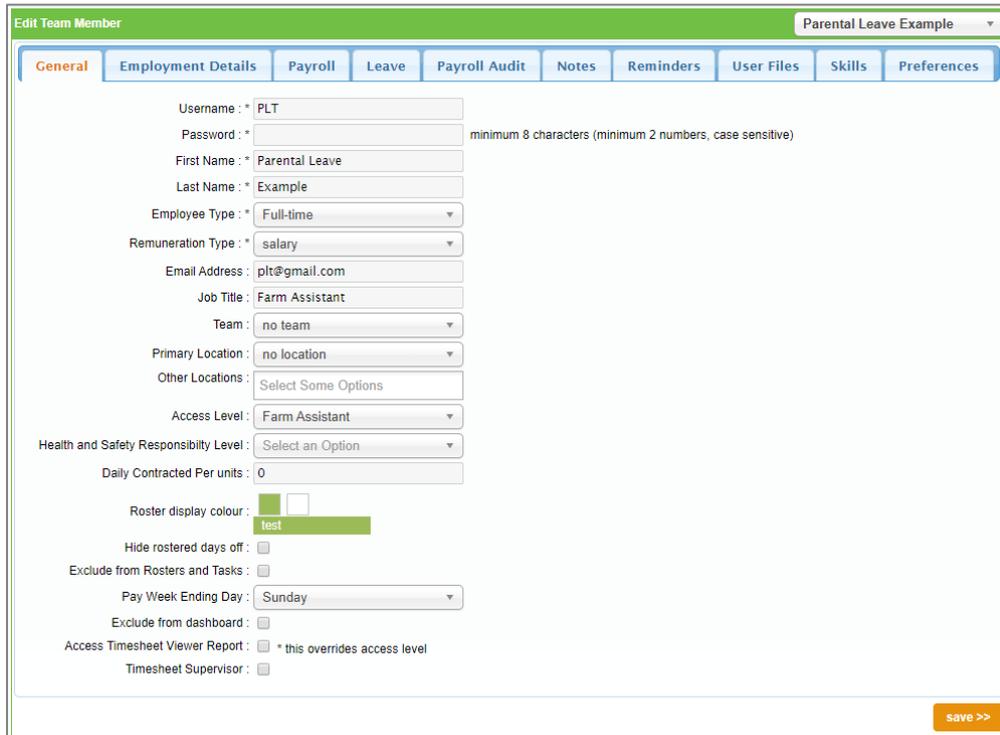
1. Hover on *Setup* and click on *Team Manager*:



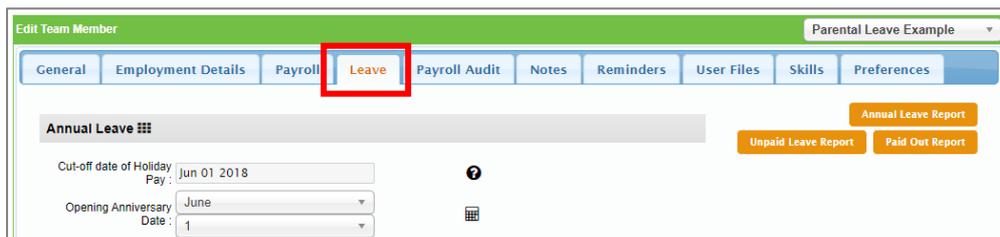
2. Click on the applicable team member:



The following screen will appear:



3. Click on the *Leave* tab:



10. Click on the *edit* icon:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave			
+	Feb 18 2019	Mar 03 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	+	0.00	
✓	Feb 04 2019	Feb 17 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	+	0.00	
✓	Jan 21 2019	Feb 03 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	+	0.00	

11. Click *Auto-calculate Unpaid Leave*, then click *Save*:

NB: If the team member worked for part of the period, ensure their timesheets have been entered before you process the pay

Edit Pay Period

On Parental Leave from Feb 24 2019

Start Date : Feb 18 2019 *

End Date : Mar 03 2019 *

Pay Frequency : fortnightly *

Days in period : 14

Days worked : 5

Unpaid leave : 5 days (\$1153.85)

Auto-calculate Unpaid leave

Team Member : Parental Leave Example

Employment start date : Jun 01 2018

Pay amount : 1153.85

Days paid : 5

Daily contracted hours : 8.00

Average daily pay : 0.00

You will see that the *Amount Paid* has reduced by the *Unpaid Leave* amount:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave			
+	Feb 18 2019	Mar 03 2019	1153.85	2307.69	0.00	0.00	0.00	-1153.85	+	0.00	

12. Process the pay as normal via the *Payroll Wizard*. For help on this, please refer to the [Processing a Pay Run](#) help document

While the team member is on Parental Leave

The system will automatically update the following to *Zero* in the *Salary/Wages Paid Report*:

- Amount Paid
- Standard Salary (if they are on a salary)
- No. of Days Paid
- Average Daily Pay

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			No. of days paid	Average daily pay	Paid by ACC	1st week ACC	Extra payments		
						Annual leave	Statutory holiday worked	Unpaid leave							
+	Apr 01 2019	Apr 14 2019	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0000	0.00	0.00	0.00	0.00	
+	Mar 18 2019	Mar 31 2019	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0000	0.00	0.00	0.00	0.00	
+	Mar 04 2019	Mar 17 2019	0.00	0.00	0.00	0.00	0.00	0.00	0	0.0000	0.00	0.00	0.00	0.00	
✓	Feb 18 2019	Mar 03 2019	1153.85	2307.69	0.00	0.00	0.00	-1153.85	5	0.0000	0.00	0.00	0.00	0.00	
		Total :	1153.85	9230.76	0.00	0.00	0.00	-1153.85	5	230.7700	0.00	0.00	0.00	0.00	

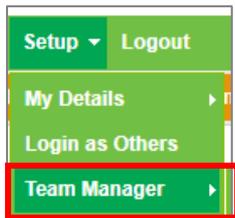
If the team member has regular Payments, Non-Taxable Allowances and/or Deductions that need to be put on hold/modified during their time on Parental Leave, please adjust them accordingly. For help on this, please refer to the applicable help document(s)

- [Adding/Editing a Regular Payment](#)
- [Adding/Editing a Regular Non-Taxable Allowance](#)
- [Adding/Editing a Regular Deduction](#)

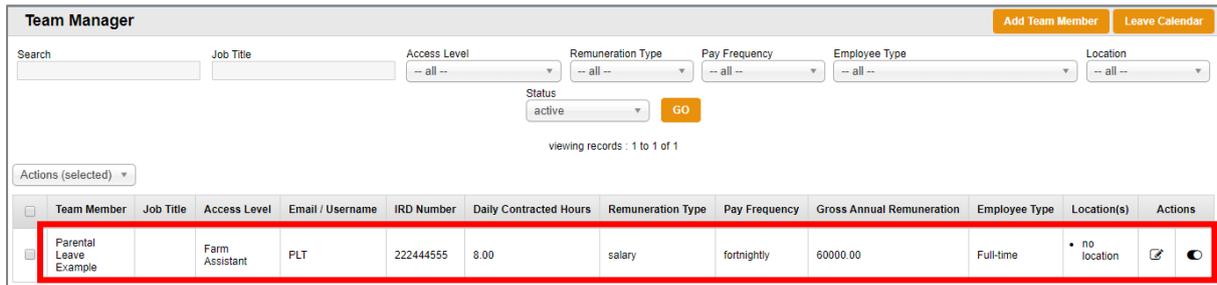
When you process the pay for the rest of your team each pay period, the team member who is on Parental Leave will still show up in the pay run, but with zero gross earnings. This is normal.

When the team member comes back from Parental Leave

1. Hover on *Setup* and click on *Team Manager*:



2. Click on the applicable team member:



The following screen will appear:

A screenshot of the 'Edit Team Member' form for 'Parental Leave Example'. The form has tabs for 'General', 'Employment Details', 'Payroll', 'Leave', 'Payroll Audit', 'Notes', 'Reminders', 'User Files', 'Skills', and 'Preferences'. The 'General' tab is active. Fields include: Username (PLT), Password (minimum 8 characters), First Name (Parental Leave), Last Name (Example), Employee Type (Full-time), Remuneration Type (salary), Email Address (plt@gmail.com), Job Title (Farm Assistant), Team (no team), Primary Location (no location), Other Locations (Select Some Options), Access Level (Farm Assistant), Health and Safety Responsibility Level (Select an Option), Daily Contracted Per units (0), Roster display colour (test), Hide rostered days off (checkbox), Exclude from Rosters and Tasks (checkbox), Pay Week Ending Day (Sunday), Exclude from dashboard (checkbox), Access Timesheet Viewer Report (checkbox, * this overrides access level), and Timesheet Supervisor (checkbox). A 'save >>' button is at the bottom right.

3. Click on the *Leave* tab:

A screenshot of the 'Edit Team Member' form with the 'Leave' tab selected. The 'Annual Leave' section is visible, including buttons for 'Annual Leave Report', 'Unpaid Leave Report', and 'Paid Out Report'. Fields include: Cut-off date of Holiday Pay (Jun 01 2018), Opening Anniversary Date (June, 1). A calendar icon is next to the date field.

4. Scroll down to the *Parental Leave* section:

Parental Leave

Start Date : Feb 24 2019

End Date :

Annual Leave Basis : Standard

5. Enter the date the team member finishes Parental Leave:
NB: This is the day before the team member comes back to work

Parental Leave

Start Date : Feb 24 2019 (On Leave)

End Date : Dec 18 2019

Annual Leave Basis : Standard

6. Click *Save*:

Parental Leave

Start Date : Feb 24 2019

End Date :

Annual Leave Basis : Standard

Dec 18 2019

Sick Leave Parental Sick Leave Report

Cut-off date of Sick Leave :

Opening Balance : 0 (days)

save >>

7. If the team member's work pattern has changed, update the *Roster* and/or *Daily Contracted Hours*. This can be done in the *Employment Details* tab:

General **Employment Details** Payroll Leave Payroll Audit Notes Reminders User Files Skills Preferences

* IRD Number : 222444555

Employee Code :

Tax Code : M

* Start Date : Jun 01 2018

Date Entitled To Sick Leave : Dec 01 2018 (casual employees not entitled to sick leave)

Termination Date :

Employee KiwiSaver Contribution : 3 %

Employer KiwiSaver Contribution : 3 %

Kiwisaver Status : Active KS Member

Kiwisaver Opted Out Date :

Send to IRD

Pay Frequency : fortnightly

* Gross Annual Remuneration : 60000.00 (Please ensure this Total Package Value includes Holiday Pay of 8%)

Amount Payable / Pay Period : 2307.69

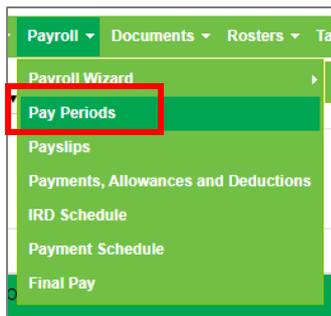
* Number of Weeks Holiday Entitlement : 4 (only leave this field as zero if the employee is a Casual Employee)

* Rostered Days On : 2.5 (click to calculate)

* Rostered Days Off : 1 (click to calculate)

* Daily Contracted Hours : 8.00

8. Hover on *Payroll* and click on *Pay Periods*:



9. Select the team member's name from the *Team Member* filter box, then click *Go*:

A screenshot of the 'Salary / Wages Paid Report' filter box. It includes fields for Location (all), Team Member (Parental Leave Example, highlighted with a red box), From (Feb 24 2019), To (Mar 17 2020), Employee Type (all), and Remuneration Type (all). There is also a Zero Pay Amount dropdown (show all) and a 'GO' button (highlighted with a red box). A 'Pay Period' dropdown is also visible at the bottom.

10. Find the correct pay period for the team member:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave		
+	Dec 09 2019	Dec 22 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	0.00	✎

11. Click on the *edit* icon:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave		
+	Dec 09 2019	Dec 22 2019	2307.69	2307.69	0.00	0.00	0.00	0.00	0.00	✎

12. Click *Auto-calculate Unpaid Leave*, then click *Save*:

NB: If the team member worked for part of the period, ensure their timesheets have been entered before you process the pay

A screenshot of the 'Edit Pay Period' form. It shows the following details: 'On Parental Leave from Feb 24 2019 until Dec 18 2019', Start Date: Dec 09 2019, End Date: Dec 22 2019, Pay Frequency: fortnightly, Days in period: 14, Days worked: 3, Unpaid leave: 7 days (\$1615.38), and 'Auto-calculate Unpaid leave' checked (highlighted with a red box). The Team Member is 'Parental Leave Example', Employment start date is Jun 01 2018, Pay amount is 692.31, Days paid is 3, Daily contracted hours is 8.00, and Average daily pay is 0.00. At the bottom, there are 'reset' and 'Save' buttons (the 'Save' button is highlighted with a red box).

You will see that the *Amount Paid* has reduced by the *Unpaid Leave* amount:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave		
+	Dec 09 2019	Dec 22 2019	692.31	2307.69	0.00	0.00	0.00	-1615.38	0.00	

13. Process the pay as normal via the *Payroll Wizard*. For help on this, please refer to the [Processing a Pay Run](#) help document

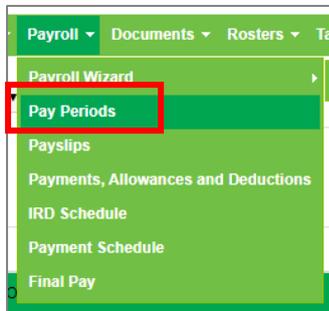
When the team member takes Annual Leave after they come back from Parental Leave

1. Ensure the correct number of Annual Leave timesheet entries are entered in for the team member
2. Process the pay as normal via the *Payroll Wizard*. For help on this, please refer to the [Processing a Pay Run](#) help document

NB: The system will automatically adjust the Annual Leave daily rate

Example: Calculation of Annual Leave once a team member has been on Parental Leave

1. Enter the applicable Annual Leave timesheet entry(ies)
2. Hover on *Payroll* and click on *Pay Periods*:



3. Select the team member's name from the *Team Member* filter box:

A screenshot of a filter form. The 'Team Member' dropdown is highlighted with a red box and contains the text 'Parental Leave Example'. Other fields include Location (all), From (Jun 01 2019), To (Mar 20 2020), Employee Type (all), Remuneration Type (all), Zero Pay Amount (show all), and a GO button.

4. Change the *To* date to be the last day of the pay period before Annual Leave is taken e.g. if Annual Leave has been taken in the period beginning 06/01/2020, the *To* date will be 05/01/2020:

A screenshot of the filter form. The 'To' date field is highlighted with a red box and contains 'Jan 5 2020'. The 'From' date is 'Jun 01 2019'.

5. Change the *From* date to be 52 weeks before the *To* date e.g. 05/01/2019:

A screenshot of the filter form. The 'From' date field is highlighted with a red box and contains 'Jan 5 2019'. The 'To' date is 'Jan 5 2020'.

6. Click GO:

A screenshot of the filter form. The 'GO' button is highlighted with a red box. The 'From' date is 'Jan 5 2019' and the 'To' date is 'Jan 5 2020'.

7. Scroll down to the bottom of the table where the *Total* row is and divide the first figure in the *Total* row (13384.61) by 52 (weeks). Write this figure down e.g. \$257.39:

Total :	13384.61	62307.63	0.00	0.00	0.00	-2769.23	0.00
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8. Adjust the *To* date to include the pay period with the Annual Leave in it, then click *GO*:

Location all	Team Member Parental Leave Example	From Jan 5 2019	To Jan 19 2020	Employee Type all
Remuneration Type all		Zero Pay Amount show all		GO
or Pay Period: all				

9. Click *Show Extra Columns*:

viewing records : 1 to 28 of 28

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			Extra payments	
						Annual leave	Statutory holiday worked	Unpaid leave		
+	Jan 06 2020	Jan 19 2020	1949.11	2307.69	0.00	0.00	0.00	0.00	0.00	0.00
✓	Dec 23 2019	Jan 05 2020	2307.69	2307.69	0.00	0.00	0.00	0.00	0.00	0.00

10. Look at the *No. of Days Paid* column for the pay period that has Annual Leave in it. If the team member is paid weekly, use the figure that is shown in this column. If the team member is paid fortnightly, divide this figure by 2. If the team member is paid monthly, divide this number by four. In this example, 10 days will be divided by 2 since the team member is paid fortnightly. Write this number down:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			No. of days paid	Average daily pay
						Annual leave	Statutory holiday worked	Unpaid leave		
+	Jan 06 2020	Jan 19 2020	1949.11	2307.69	0.00	0.00	0.00	0.00	10	230.7690
✓	Dec 23 2019	Jan 05 2020	2307.69	2307.69	0.00	0.00	0.00	0.00	10	230.7690

11. Divide the figure you wrote down in Step 7 by the number you wrote down in Step 10 e.g.
 $\$257.39/5 = \51.47 . This is the current value of each Annual Leave day

12. Click on the *Amount Paid* figure to open up the *Timesheet Overview Report*:

Payslip	From	To	Amount paid	Standard salary	Minimum wage top-up	Adjustments			No. of days paid	Average daily pay
						Annual leave	Statutory holiday worked	Unpaid leave		
+	Jan 06 2020	Jan 19 2020	1949.11	2307.69	0.00	0.00	0.00	0.00	10	230.7690
✓	Dec 23 2019	Jan 05 2020	2307.69	2307.69	0.00	0.00	0.00	0.00	10	230.7690

Here you will see an Annual Leave section:

Annual Leave (AL) :	-461.54 (2 days)
Adjustment daily rate :	51.4793
Adjustment days :	2
Adjustment amount :	102.96
Adjustment applied :	-358.58 (AA)

The standard average daily pay for 2 days needs to be subtracted from the Standard Salary (as they have taken 2 Annual Leave days)

This is the current value of each Annual Leave day (as calculated in Step 11)

$\$51.47$ multiplied by 2 days gives you the total value of Annual leave for the pay period

The *Amount Paid* has been calculated as follows:

NB: This is the amount shown in Step 4

Standard Salary	2307.69
Less the Value of 2 Standard Days	-461.54
Plus the Value of 2 Annual Leave Days	<u>102.96</u>
Amount Paid for Period	1949.11

Please note, Annual Leave is calculated on this basis for 52 weeks after the Parental Leave end date.